

YOUTH SERVICES POLICY

Title: Employee Awards Next Annual Review Date: 11/05/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.4
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References: Civil Service Rules 6.16.1, 6.16 (d), 6/16 (h); YS Policies A.2.2 "Pay Administration and Management", A.2.45 "Performance Planning and Review" and A.2.54 "Attainment of One Year Certificate in Juvenile Justice"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 11/05/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405; and Civil Service Rule No. 6.16.1. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

Under the provisions of Civil Service Rule 6.16.1, Awards and Recognition, Youth Services (YS) Awards and Recognition policy acknowledges and rewards outstanding employee performance, professional development, and work related achievement.

III. APPLICABILITY:

This policy shall be applicable to all permanent Youth Services employees.

IV. DEFINITIONS:

Fiscal Year Quarters - The fiscal year for the State of Louisiana begins July 1 and ends June 30. The fiscal quarters are: First Quarter - July 1 through September 30; Second Quarter - October 1 through December 31; Third Quarter - January 1 through March 31; and Fourth Quarter - April 1 through June 30.

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the policy of Youth Services to maintain a program of awards and recognition for individual employees (or employee groups) for significant work related achievement, which would not ordinarily be required or expected. The awards may be monetary or non-monetary. If monetary, the reward (or the sum of multiple awards) shall not exceed a total of 10% of the employee's base salary within a fiscal year. Monetary awards are not considered base pay and shall not be reported to the retirement system.

All awards shall be contingent upon availability of funding. Availability of funding shall be determined by the Undersecretary or his/her designee.

Nominations for awards shall be made by a Unit Head and shall be approved by the Deputy Secretary, or designee, for Central Office, or the Deputy Assistant Secretary of the respective unit.

VI. CRITERIA FOR NOMINATIONS:

Nominations for awards may be made based on the following:

A. Special Projects

Awards not to exceed \$500 may be made for various special projects. Special projects would include outstanding work on a special project that results in a major benefit such as cost savings, service improvement, and improved productivity/efficiency to either YS or any of its stakeholders or customers. The proposal (nomination) shall contain an in-depth summary of the project and delineate how the work resulted in a major benefit to the unit or the agency as a whole. The proposal shall contain a proposed reward amount and a justification of the amount requested.

Note: The project shall not be a regular and recurring responsibility of the employee's position.

Unit Heads wishing to nominate employees under the *Special Projects* provision shall submit the following documents to the Deputy Secretary or the Deputy Assistant Secretary of their respective unit:

1. A completed *Special Projects/Innovation/Significant Achievement Application* form (located on the Office of Human Resources (OHR) website at: <http://ojj.la.gov/index.php?page=sub&id=172>). This form is also Attachment A.2.4 (a).

2. Any required attachments/documentation.
3. Employees nominated to receive awards for special projects shall not have been compensated for work on those special projects under any other Youth Services policy or Civil Service pay rule (e.g., detail to special duty, premium pay, optional pay, etc.). Further, awards shall not be granted for special projects completed when the project is a portion of a requirement for a certification which may be rewarded under this policy (such as CPTP certification).

B. Innovation/Significant Achievement

Awards not to exceed \$500 may be made for an innovation, development of a new idea/procedure, improvement upon an existing idea/procedure, or a significant achievement that either resulted in a savings to the agency through reduced cost, increased productivity, efficiency, or increased client satisfaction. Awards may be given to individuals or groups. In the case of a group award, the total reward shall be split equally among the participants.

The nomination shall contain an explanation of the idea/procedure or significant achievement, as well as a clear representation of the impact, whether it is fiscal, productivity, or public relations. The proposal shall also contain a recommended reward amount and a justification for the amount requested.

Unit Heads wishing to nominate employees under the *Innovation/Significant Achievement* provision should submit the following documentation to the Deputy Secretary, or the Deputy Assistant Secretary of the respective unit.

- a. A completed *Special Projects/Innovation/Significant Achievement Application* form (located on the Office of Human Resources (OHR) website at: <http://oji.la.gov/index.php?page=sub&id=172>).
- b. Any required attachments/documentation.
- c. An employee or a group of employees nominated to receive awards for an innovation/significant achievement shall not have been compensated for the innovation/significant achievement under any other Civil Service pay rule or YS policy.

C. Retirement after Service With Youth Services

In lieu of a monetary award, employees who retire from state service under the Louisiana State Employees Retirement System, Protective Services Retirement System or Teachers Retirement System while an employee of Youth Services shall receive a retirement plaque.

D. Training and Certification

1. Awards not to exceed \$250 may be made for various training that meets all of the criteria:
 - a. The training is recognized nationally and testing is required;
 - b. It shall be directly related to the employee's job or job series;
 - c. The training is not part of the Minimum Qualification Requirements for the job or job series; and
 - d. It is not post-secondary higher education, e.g., college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools).
2. Awards not to exceed \$500 may be made for attainment of the following Certified Public Training Program (CPTP) certificates:
 - a. Certified Public Manager (CPM)
 - b. Certificate in Supervisory Techniques (CST)
 - c. Certificate for Professionals

Note: No more than two certificates shall be eligible for reward within a fiscal year period.

The maximum total reward amount an employee may be given for earning all CPTP certifications is \$3500. Employees are not eligible for nomination to receive reward money until all required coursework, testing, and completion of the certificate project is approved and designated as complete by the Unit Head and the CPTP Policy Boards.

3. Awards ranging from \$250 up to \$700 may be made for certifications/training not listed in this policy with approval by the Deputy Secretary, or designee. The Central Office/Office of Human Resources shall maintain an on-going list of these approved certifications and training. Example: ACA (American Correctional Association).

4. Attainment of One Year Certificate in Juvenile Justice

Payments under this policy do not apply to classified employees whose current position requires a Baccalaureate Degree and above, or degree substitutions as stated in the minimum qualifications of the position.

- a. All permanent classified employees who attain a one year certificate in Juvenile Justice from a college accredited by the Louisiana Community and Technical College System shall receive a 5% base pay increase.
- b. Probational classified employees, whose current position does not require a Baccalaureate Degree and above, or degree substitutions as stated in the minimum qualifications of the position, who attain a one year certificate in Juvenile Justice from a college accredited by the Louisiana Community and Technical College System shall receive a 5% base pay increase once they have attained permanent status.

5. Employees nominated to receive awards for training and certification shall not have been previously compensated for that education/training and certification under any other Civil Service pay rule or YS policy.

6. Unit Heads wishing to nominate employees under the Training and Certification provision shall submit the following documents to the Deputy Secretary, or the Deputy Assistant Secretary of the respective unit.

- a. A completed Education, Training and/or Certification Application form (located on the Office of Human Resources (OHR) website at: <http://ojj.la.gov/index.php?page=sub&id=172>. This form is also Attachment A.2.4 (b).
- b. Any required attachments/documentation.

7. No employee may, in a lifetime, receive more than the following cash awards for training:

- a. One for CST
- b. One for CPM
- c. One for each of the CPTP certificates.

E. Education/Undergraduate Degree

Permanent classified employees of Youth Services may receive a base pay increase, not to exceed 5% within a fiscal year, for attainment of a job related baccalaureate degree from an accredited college or university while employed by YS. This award applies to all jobs within YS. Employees who receive a baccalaureate degree may receive this award under the following conditions:

1. The degree is evaluated by Central Office/Human Resources and determined that it relates to the employee's current job and/or position. Some examples of qualifying degrees are listed below. However, this is not an exhaustive list:
 - Human Resources - Master's in Business Administration, Human Resources, Public Administration, Organizational Psychology.
 - Accounting - Master's in Business Administration, Accounting, Auditing, and Public Administration.
 - Information Technology - Master's in Business Administration, Information Services/Decision Sciences, Computer Science, Public Administration.
2. The employee must have a current overall PPR rating of at least "Achieves Expectations." An employee who is "Un-rated may be considered to have an "Achieves Expectations" rating for the purpose of this policy.
3. The effective date of the pay adjustment shall be no earlier than the date the employee presents an official copy of the transcript to his/her supervisor.
4. In situations where the employee has already met their position's minimum qualifications he/she shall qualify for this award as follows:
 - a. When the minimum qualifications require a degree and the employee has received an additional degree which relates to the employee's current job and/or position.

For example: The Policy Planner 5 position requires a degree and does not specify a field. An employee has a degree and met the minimum qualifications for the Policy Planner 4 and has subsequently received an additional degree in Juvenile Justice or Criminal Justice, would qualify for this award.

- b. Minimum Qualifications require a degree or "Substitutions" which state that, "Eight years of full-time work experience in any field may be substituted for the required baccalaureate degree". The employee was hired because he/she met the substitutions requirement of "eight years full-time work experience..." and has now acquired a degree.
- 5. No payment shall exceed the maximum of the employee's pay range.
- 6. Retroactive pay will not be allowed. The employee must present an official transcript to his/her immediate supervisor. The supervisor must forward to the Unit Head the official transcript and a written recommendation containing the following information:
 - a. Employee's name;
 - b. Employee's job title;
 - c. A statement explaining how the course work and degree relates to the employee's current job, and;
 - d. How possession of the degree will favorably impact the pursuit of the agency's mission.
- 7. The Unit Head shall review the request and make a recommendation to the appointing authority. If the recommendation supports increasing the pay of a qualified employee, the Unit Head shall also recommend a specific increase amount of the payment.
- 8. Once the request is approved by the Unit Head, the documents listed below must be forwarded to the Central Office/Office of Human Resources for review and verification:
 - a. A copy of the official transcript.
 - b. A copy of the written recommendation.
- 9. The Central Office/Office of Human Resources will forward the request to the Deputy Secretary, or the Deputy Assistant Secretary of the respective unit, for final approval.

F. Attainment of an Advanced Degree

- 1. In accordance with Civil Service Rule 6.16 (h), permanent classified employees of Youth Services may receive a base pay increase, not to exceed 10% within a fiscal year, for attainment of a job related Master's Degree, Ph.D., or the equivalent (i.e. JD, MD, Ed.D), from an accredited college or university while employed by YS.

This policy applies to all jobs within YS, if the degree is evaluated and determined that it relates to the employee's current job and/or position.

Some examples of qualifying degrees are listed below. However, this is not an exhaustive list:

- a. Human Resources - Master's in Business Administration, Human Resources, Public Administration, Organizational Psychology.
 - b. Accounting - Master's in Business Administration, Accounting, Auditing, and Public Administration.
 - c. Information Technology - Master's in Business Administration, Information Services/Decision Sciences, Computer Science, Public Administration.
2. The employee must have a current overall PPR rating of at least "Achieves Expectations." An employee who is "Un-rated" may be considered to have an "Achieves Expectations" rating for the purpose of this policy.
 3. The effective date of the pay adjustment shall be no earlier than the date the employee presents an official copy of the transcript to his/her supervisor.
 4. This policy does not apply to classified employees whose position's minimum qualifications require a Master's Degree or Ph.D.
 5. No payment shall exceed the maximum of the employee's pay range.
 6. Retroactive pay will not be allowed. The employee must present an official transcript to his/her immediate supervisor. The supervisor must forward the official transcript and a written recommendation containing the following information to the Unit Head:
 - a. Employee's name;
 - b. Employee's job title;
 - c. A statement explaining how the course work and degree relates to the employee's current job, and;
 - d. How possession of the degree will favorably impact the pursuit of the agency's mission.

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7. The Unit Head shall review the request and make a recommendation to the appointing authority. If the recommendation supports increasing the pay of a qualified employee, the Unit Head shall also recommend a specific increase amount for the payment.
8. The documents listed below must be forwarded to the Central Office/Office of Human Resources for review and verification:
 - a. A completed Personnel Action Request (PAR) which references Civil Service Rule 6.16 (h) and the percentage amount of the increase being requested.
 - b. A copy of the official transcript.
 - c. A copy of the written recommendation.
9. The Central Office/Office of Human Resources shall review and verify the nomination documents for:
 - a. Compliance with criteria set forth in this policy;
 - b. PPR Requirements;
 - c. Disciplinary Actions; and
 - d. Approval by the Undersecretary/designee of the availability of funding.
10. Central Office/Office of Human Resources shall report its finding on the Review and Findings of Nominations form [Attachment A.2.4 (d)] and forward the nomination to the Deputy Secretary, or the Deputy Assistant Secretary of the respective unit, for final approval.

G. Deputy Secretary's Awards

Awards of Excellence and/or the Distinguished Service Award may be awarded annually at the discretion of the Deputy Secretary.

1. Awards of Excellence

This award is presented to an employee or small group of employees who have exhibited outstanding qualities and work ethics that promote the mission, vision, and philosophy of Youth Services, such as personal commitment to the job, outstanding work on a special project, initiative, or exemplary work performance, and improvement upon new ideas that are developed which resulted in a major benefit to the agency.

2. Distinguished Service Award

This award is presented to any facility, regional, or Central Office employee who acts courageously to protect life or property during a work-related emergency situation.

3. Unit Heads wishing to nominate employees under the *Deputy Secretary's Awards* provision should submit the following documentation to the Deputy Secretary:

- a. A completed *Special Projects/Innovation/Significant Achievement Application form* (located on the Office of Human Resources (OHR) website at: <http://ojj/index.php?page=sub&id=172>). This form is also Attachment A.2.4 (c).
- b. Any required attachments/documentation.

4. An employee or a group of employees nominated to receive awards for an innovation/significant achievement shall not have been compensated for the *Deputy Secretary's Awards* under any other Civil Service pay rule or Youth Services policy.

H. Disqualifying Factors

1. Performance Ratings

No employee shall receive a reward under this policy during any Performance Planning and Review (PPR) rating period in which that employee has an overall rating, which is less than "Achieves Expectations". If the employee receives an "Achieves Expectations" or above rating in a subsequent period, he/she will be eligible to be considered for a reward under this policy. An employee who is "Un-rated" shall be considered to have an "Achieves Expectations" rating for the purpose of this policy.

2. Disciplinary Actions

All nominations shall be submitted to the Central Office Human Resources Office for review of disciplinary actions by the due dates specified in section VII. B and prior to agency review. Central Office Human Resources Office shall review all nominees' records to identify pending disciplinary actions and concluded disciplinary actions and shall take one of the following actions:

- a. When no disciplinary actions occur for the nomination period Central Office Human Resources shall notify the Deputy Secretary, or the Deputy Assistant Secretary of the respective unit, that the nominee is eligible for the award.
 - b. When pending disciplinary action has been concluded during the nomination period Central Office Human Resources shall notify the Deputy Assistant of the respective unit that the nominee is not eligible for the award.
 - c. When pending disciplinary action has been initiated during the nomination period Central Office Human Resources shall notify the Deputy Secretary, or the Deputy Assistant Secretary of the respective unit, that a violation is pending. The nominee's eligibility shall be determined at the discretion of the Deputy Secretary, or designee, or the Deputy Assistant Secretary of the respective unit. (Pending disciplinary action taken during nomination period does not automatically disqualify an employee for an employee award.)
- C. Nominations for the Deputy Secretary's Awards shall occur on an annual basis and submitted to the Deputy Secretary by June 15.
 - 1. Nominations for awards shall be reviewed by and submitted by a Unit Head to the Deputy Secretary, or designee, or the Deputy Assistant Secretary of the respective unit, along with a recommended amount of the reward for approval.
 - 2. The Undersecretary/designee shall determine the approval or disapproval of the amount of any award.
 - d. Central Office Human Resources shall forward their findings to the Deputy Secretary, or designee, or the Deputy Assistant Secretary of the respective unit, for review and approval/disapproval.

VII. PROCEDURES:

- A. Nominations for awards in Section VI. (A. - F.) shall occur on a quarterly basis.

- B. Deadlines for submission of nominations for awards in Section VI. (A. - F.) are as follows:
1. First Quarter:
 - September 15th - Submission to the Unit Head
 - September 22nd - Unit Head to C.O. Human Resources
 - September 30th - C.O. HR to the Deputy Secretary
 2. Second Quarter:
 - December 15 - Submission to the Unit Head
 - December 22nd - Unit Head to C.O. Human Resources
 - December 30th - C.O. HR to the Deputy Secretary
 3. Third Quarter:
 - March 15th - Submission to the Unit Head
 - March 22nd - Unit Head to C.O. Human Resources
 - March 30th - C.O. HR to the Deputy Secretary
 4. Fourth Quarter:
 - June 15th - Submission to the Unit Head
 - June 22nd - Unit Head to C.O. Human Resources
 - June 30th - C.O. HR to the Deputy Secretary
- D. Nominations shall be:
1. Made on the appropriate Awards and Recognition Application available on the Office of Human Resources (OHR) website at: <http://oji.la.gov/index.php?page=sub&id=172>.
 2. Along with supporting documentation justifying the request.

VIII. RESPONSIBILITY:

- A. Deputy Secretary, or designee, or the Deputy Assistant Secretary of the respective units, is responsible for:
1. Review and approval of all awards to nominees in their respective units.
 2. Holding Unit Heads under their supervision accountable for adhering to all aspects of this policy.

B. Undersecretary/designee:

The Undersecretary/designee shall determine the approval or disapproval of the amounts of all awards.

C. Central Office/Office of Human Resources is responsible for:

1. Reviewing all requests for awards and recognition prior to processing the awards for the following:
 - a. Compliance with criteria set forth in this policy;
 - b. Compliance with PPR requirements;
 - c. Disciplinary actions for nominee during the nomination quarter;
 - d. Approval or disapproval of the Undersecretary/designee of the award amount.
 - e. Forwarding their findings on the Review and Findings of Nominations form to the Deputy Secretary, or designee, or the Deputy Assistant Secretary of the respective units, for approval or disapproval.
2. Maintaining an on-going listing of awards ranging from \$250 up to \$700 for certifications and training approved by the Deputy Secretary, or designee, and not specifically listed in this policy and ensuring this listing is available for review.
3. Maintaining the official supporting documentation and reports for all awards under this policy for a period of five years for the purpose of audits by Civil Service.
4. Reviewing the annual awards and recognition report and certifying that all awards processed are included on the annual report required by Civil Service.
5. Providing a report to Civil Service between July 1 and July 31 of each year, which lists all award recipients for previous fiscal year with the reason for the reward and a description of the reward.
6. Providing this policy and future revisions, as well as, information on awards, which have been made annually to Unit Heads for posting.

D. Unit Heads are responsible for:

1. Soliciting nominations from the employees within their respective units. Unit Heads may appoint a designee to solicit nominations and collect required documentation.
2. Evaluating the performance of staff in an equitable and fair manner, to determine if there are employees worthy of nomination for awards in any applicable category.
3. Submitting nominations by the due dates specified in Section VII. B.
4. Assuring that this policy, as well as any revisions, is posted continually in a manner that assures its availability to all employees in accordance with Civil Service Rules.
5. Assuring that the report received from the Central Office/Office of Human Resources, listing all reward recipients, is immediately posted in the unit in an accessible and conspicuous manner and remains posted for at least thirty days.
6. Maintaining a list of those employees receiving awards, both monetary and non-monetary, the amounts of the awards and the justification for the awards.
7. Nominating employees for awards in accordance with the policy and not in excess of the stated limits unless the request for an exception to the policy is noted.

E. Employees are responsible for:

1. Calling to the attention of the Unit Head any effort on his/her part or on the part of other employees, which might be worthy of nomination for reward under this policy.
2. Submitting requests for awards in accordance with the policy and not in excess of the stated limits unless an exception to the policy is noted.

IX. QUESTIONS:

Questions regarding this policy should be directed to the Central Office/Office of Human Resources.

X. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the Deputy Secretary for consideration.

Previous Regulation/Policy Number: A.2.4
Previous Effective Date: 06/09/2010



Attachments/References: A.2.4 (a) Special Projects, Innovation, Significant Achievement Application 11-10.docx



A.2.4 (b) Education, Training and or Certification Application 11-10.docx



A.2.4 (c) Deputy Secretary's Award 11-10.docx



A.2.4 (d) Review and Findings of Nominations 11-10.docx